

# POSITION DESCRIPTION

**Position Title:** Children's Centre Cook

**Department:** City Services and Assets

**Division:** Library and Community Services

**Grade:** 4

**Approved Status:** Part Time

**Last Reviewed:** July 2020

**Reviewed By:** Centre Coordinator/Nominated Supervisor

## 1. Objectives of Position (Max 3 objectives)

- 1.1. To plan and prepare a nutritious menu for children within an allocated budget.
- 1.2. To order food and prepare meals in accordance with individual children's dietary requirements.
- 1.3. To maintain the cleanliness and organisation of food preparation and eating areas in accordance with national food safety standards.
- 1.4. To act in accordance with WHS Act 2011, WHS Regulation 2011, and the Workplace Health and Safety (WHS) management system to ensure a safe place of work

## 2. Key Accountabilities

### 2.1. Technical / Operational

- 2.1.1. Plan and prepare nutritious meals and snacks for children attending the Centre.
- 2.1.2. Develop, review and display a four week rotational menu for the information of children and their families.
- 2.1.3. Prepare food in accordance with the national food safety standards of Australia and the Centre's food safety policy.
- 2.1.4. Ensure all requirements of children with allergies, intolerances, and other dietary needs are met within the menu planning and meal preparation.
- 2.1.5. Design the Centre menu in accordance with Get Up and Grow, Munch and Move and the Children and Adolescence Nutritional Guidelines of Australia.
- 2.1.6. In consultation with the Centre Coordinator source cost effective and quality products and suppliers.
- 2.1.7. Maintain a clean and hygienic area for the preparation of food, including routine cleaning of kitchen appliances.
- 2.1.8. Receive and reconcile food orders.
- 2.1.9. Promote sustainable practices including the use of the Centre herb and vegetable garden, worm farm and compost.
- 2.1.10. Treat each child as an individual and respond to their needs as appropriate.
- 2.1.11. Contribute to the Centre newsletter.
- 2.1.12. Contribute to the children's educational program.
- 2.1.13. Monitor and plan for individual training requirements.
- 2.1.14. Attend in-service training and any other training, as appropriate.
- 2.1.15. Maintain confidentiality relating to children, families and staff.

- 2.1.16. Contribute to the development, implementation and review of Centre policies.
- 2.1.17. Remain aware of Centre policies, practices and procedures.
- 2.1.18. Attend and participate in Centre meetings.
- 2.1.19. Contribute to the organisation of catering for special events at the centre.

## **2.2. Financial**

- 2.2.1. Arrange the purchase of all food items within an allocated budget.

## **2.3. Management & Leadership**

- 2.3.1. Nil

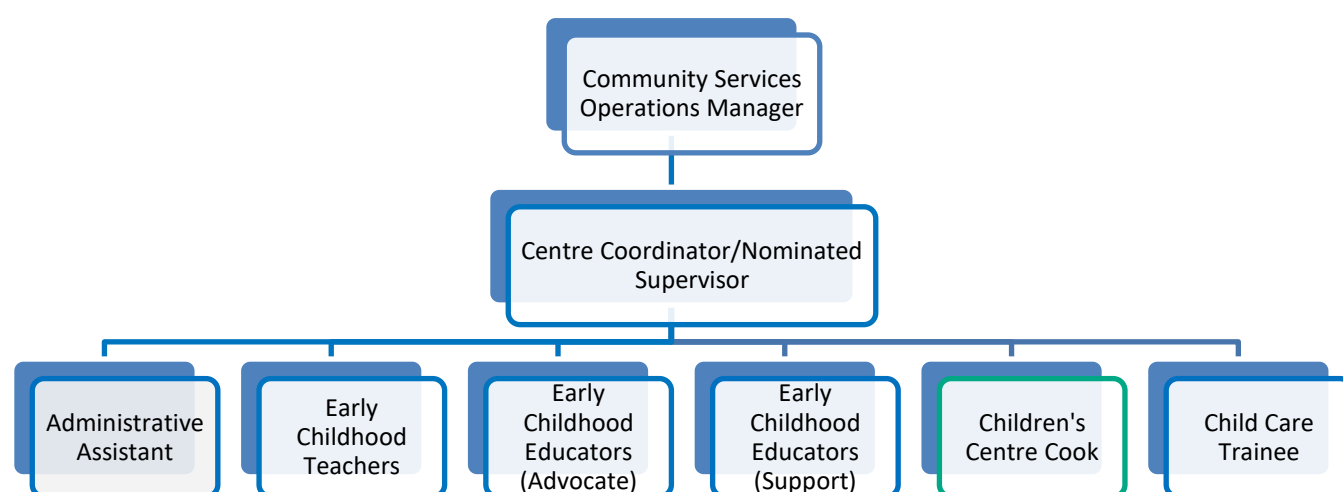
## **2.4. Communication, Consultation & Engagement**

- 2.4.1. Interact with children and families in a positive manner.
- 2.4.2. Cooperate with all staff as a member of the team.

## **2.5. General**

- 2.5.1. To comply with the operational responsibilities unique to the position as outlined in the attached schedule.
- 2.5.2. Undertake other relevant duties as directed by the Coordinator which are consistent with the employee's skill, competence and training.
- 2.5.3. Contribute to the implementation and operation of Council's WHS and children protection policies, procedures and risk management strategies in the workplace

## **3. Position / Department Structure**



## **4. Essential Knowledge, Skills and Experience (Essential Criteria)**

- 4.1. Relevant tertiary qualification in relation to health, hygiene and safe food practices and menu planning.
- 4.2. Experience in the preparation of high quality, nutritious food whilst maintaining a high standard of food safety.
- 4.3. Demonstrated knowledge of work health and safety practice.
- 4.4. Experience in ordering within an allocated budget.
- 4.5. Effective written and verbal communication.
- 4.6. Demonstrated ability to work as part of a team.

4.7. Experience preparing meals that reflect individual dietary requirements.

4.8. Working with children check clearance.

## 5. Desirable Knowledge, Skills and Experience (Desirable Criteria)

5.1. Experience cooking in a children's service.

5.2. A current First Aid Certificate.

5.3. Knowledge of Get Up and Grow and Munch and Move.

5.4. Ability to implement sustainability into the Centre's practices.

## 6. Agreement

We the undersigned agree that the position description and competencies contained herein are accepted as appropriate for the performance of this position.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Appointed employee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor / Manager

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Director / General Manager

## **SCHEDULE OF OPERATIONAL RESPONSIBILITIES**

### **1. Work, Health & Safety Responsibilities**

#### **1.1. Worker**

A worker's responsibilities include, but are not limited to:

- 1.1.1. Taking reasonable care for his/her own health and safety.
- 1.1.2. Taking reasonable care that his or her acts or omissions do not adversely affect the health and safety of others.
- 1.1.3. Compliance, so far as the worker is reasonably able with any reasonable instructions that are given by Council or a Person Conducting a Business or Undertaking (PCBUs) for City of Canada Bay where applicable.
- 1.1.4. Cooperating with any reasonable policy or procedure of the City of Canada Bay or PCBUs working at or for City of Canada Bay or where applicable at the workplace that has been notified to workers.
- 1.1.5. Reporting all incidents, hazards and near misses to their direct supervisor.
- 1.1.6. Actively participating in injury management and rehabilitation programs.
- 1.1.7. Using Personal Protective Equipment (PPE) where required and in accordance with the manufacturer's instructions.
- 1.1.8. Maintaining all tickets, licences, operative training etc, required for the job either by legislation or through Council's or a PCBU's policies and procedures and advise Team Leaders of any change to these.
- 1.1.9. Attending all specified training and induction courses.
- 1.1.10. Contributing to workplace practice and procedure reviews.
- 1.1.11. Advising Team Leaders/Coordinators of any WHS issue that they believe should be addressed in the workplace.
- 1.1.12. Ensuring all hazards identified are reported to their immediate supervisor and appropriate forms completed.
- 1.1.13. Participating in workplace inspections.
- 1.1.14. Ensuring appropriate supervisory staff are advised of any person who is not engaging or complying with safe work practices or Council policies and procedures.

### **2. Equal Employment Opportunity Responsibilities**

Comply with Equal Employment Opportunity (EEO) legislation as well as Council's EEO policies & procedures.

### **3. Child Safe Obligations**

The City of Canada Bay is a Child Safe Community that recognises and advocates for the rights of children and young people. Our policies and procedures aim to reduce the likelihood of harm to children, to increase the likelihood of identifying and reporting harm and respond appropriately to disclosures, allegations or suspicions of harm. Comply with child safe practices outlined in *Child and Young Person Protection Policy*

### **4. Sustainability Responsibilities**

Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies & procedures.

### **5. Record Keeping Responsibilities**

Comply with Council's Records Management Policy and the State Records Act 1998.

### **6. Designated Person Classification**

This position is not classified as a "designated position" under section 449 of the Local Government Act 1993 and is therefore not required to complete a 'Disclosures by Councillors and Designated Persons Return'.

## 7. Code of Conduct Obligations

Comply with the requirements of Council's Code of Conduct.

## 8. Delegations

Delegations for the position are listed in the Register of Delegations for Community Development and are to be exercised in accordance with the requirements of the register and the "Delegations Practice Guide".

## 9. Organisation Values (James to update)

### 9.1. Creativity

All staff are encouraged to explore opportunities and new ideas.

### 9.2. Fun

We choose to create a great place to work.

### 9.3. Leadership

We inspire and enable staff to bring out the best in themselves and each other.

### 9.4. Teamwork

We treat each other the way we would like to be treated.

### 9.5. Respect

We work together collaboratively, and in support of each other.

## 10. Acknowledgement

I have read and understood, and agree to comply with, the Operational Responsibilities as outlined above:

Initialled: \_\_\_\_\_  
Appointed employee

Date: \_\_\_\_\_

Initialled: \_\_\_\_\_  
Supervisor / Manager

Date: \_\_\_\_\_

# SKILLS PROGRESSION & ASSESSMENT RECORD

## CHILDREN'S CENTRE COOK



### Generic skills – Apply to all salary steps

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Accept responsibility for and manage own work	Work area is well organised and safe in accordance with relevant standards/policies						
	Instructions are clearly understood and factors effecting work requirements are identified and appropriate action taken						
	Workload is reviewed and prioritised within allocated timeframes						
	Responsibilities and duties are performed in accordance with work standards and Council policies, procedures and code of conduct						
	Appropriate persons are informed if additional support is required to complete allocated work within agreed timeframes						
Communication	Communication with staff at all levels is appropriate to the workplace standards and promotes co-operation at all times						
Code of Conduct, organisational policies, operating management standards and procedures	Comply with the requirements of Council’s Code of Conduct						
	Comply with all organisational policies, operating management standards and procedures						
Customer Service	Communication with the public is conducted in a courteous manner and the information provided is accurate and timely in accordance with Council policy						
	A standard of personal presentation and contact with customers is in accordance with Council policy and guidelines						
	Complaints or disputes are identified and						

**Generic skills – Apply to all salary steps**

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
	resolved promptly or referred to the appropriate person(s)						
EEO	The principles of equal employment opportunity are observed and implemented						
Maintain Records	Confidentiality of information and records is maintained						
	Records are secured, accessible, accurate and up to date						
	Complies with Council’s Records Management Policy and the State Records Act 1998						
Organisational Values (James to update)	<i>Creativity</i> – explore, and encourage others to explore, opportunities and new ideas						
	<i>Fun</i> – Maintain a positive attitude and get to know others in the workplace						
	<i>Leadership</i> – Inspire and enable themselves and others to reach their full potential						
	<i>Respect</i> – Work together collaboratively and in support of each other						
	<i>Teamwork</i> – treat others the way you would like to be treated						
Sustainability	Contribute to Council's environmental sustainability objectives and targets through active participation and compliance with Council's policies and procedures						
WH&S and Risk Management	Take reasonable care for the health and safety of themselves and others						
	Cooperate with any reasonable policy or procedure of Council in relation to WH&S						
	Reports all incidents, hazards and near misses to their direct supervisor						
	Use Personal Protective Equipment (PPE) where appropriate						
	Maintain all tickets, licences, operative training etc., required for the job.						
	Attend all specified training and induction courses						

**Generic skills – Apply to all salary steps**

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
	Participate in workplace inspections						

**Step 1**

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	

**Meet Essential Qualifications and Experience**

Relevant tertiary qualification in relation to health, hygiene and safe food practices and menu planning and Working with children check clearance.	<ul style="list-style-type: none"> <li>▪ Holds a completed certificate</li> <li>▪ Applies studies to the jobs environment in a professional and appropriate manner.</li> <li>▪ Holds NSW Working with Children Check.</li> </ul>						
Experience in the preparation of high quality, nutritious food whilst maintaining a high standard of food safety.	<ul style="list-style-type: none"> <li>▪ Cooks nutritious and healthy meals for all children.</li> <li>▪ Knowledge of Caring for Children guidelines.</li> <li>▪ Follows Centre's hygiene procedures and Safe Food Handling policies.</li> <li>▪ Implements Centre's Nutrition, Food, Beverage and Dietary Requirements Policy.</li> <li>▪ Plans a 4 week seasonal rotating menu for children.</li> </ul>						
Demonstrated ability to work as part of a team.	<ul style="list-style-type: none"> <li>▪ Works well within a team</li> <li>▪ Contributes ideas and gives opinions</li> <li>▪ Accepts other staffs opinions</li> <li>▪ Attends staff meetings</li> <li>▪ Welcomes and supports new staff</li> <li>▪ Is courteous and respectful of all staff members</li> </ul>						
Experience in	<ul style="list-style-type: none"> <li>▪ Plans and orders food within the allocated budget.</li> </ul>						



**Step 1**

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
ordering within an allocated budget.							
Effective written and verbal communication.	<ul style="list-style-type: none"><li>▪ Communicates effectively both orally and in writing.</li><li>▪ Ability to communicate well with other staff, children and families.</li><li>▪ Communicates with staff regarding meal routines, requirements and overall kitchen requirements.</li></ul>						
Experience preparing meals that reflect individual dietary requirements.	<ul style="list-style-type: none"><li>▪ Prepare allergy specific foods when required.</li><li>▪ Clearly label food on the trollies for children with specific dietary requirements.</li><li>▪ Comply with the Centre's Medical Conditions policy.</li><li>▪ Prepares food in an environment that minimises the risk of cross contamination in regards to allergies.</li></ul>						
Demonstrated knowledge of work health and safety practice.	<ul style="list-style-type: none"><li>▪ Awareness of Centres policies in relation to WHS and child protection.</li><li>▪ Lock away chemicals and sharps.</li><li>▪ Clean spills immediately</li><li>▪ Implements appropriate manual handling techniques to maintain ones safety.</li></ul>						

**Step 2**

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Relevant tertiary qualification in relation to health, hygiene and safe food practices and menu planning	<ul style="list-style-type: none"><li>Ensures knowledges and qualifications are current.</li><li>Ensures Working with Children Check is update to date.</li></ul>						

**Step 2**

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
and Working with children check clearance.							
Experience in the preparation of high quality, nutritious food whilst maintaining a high standard of food safety.	<ul style="list-style-type: none"><li>• Prepares meals in line with the Caring for Children guidelines.</li><li>• Seeks feedback from families and staff when planning reviewing the menus.</li><li>• Auditing menu to ensure it meets the Nutritional Guidelines for Long Day Care.</li><li>• Submitting Menu's to Munch and Move for approval.</li><li>• Maintains a clean and tidy Kitchen.</li><li>• Rotates stock regularly and ensures all products are used before use by date.</li></ul>						
Demonstrated ability to work as part of a team.	<ul style="list-style-type: none"><li>• Identifies and shares common goals that are reflective of the centres philosophy.</li><li>• Encourages and listens to other staff members opinions.</li></ul>						
Experience in ordering within an allocated budget.	<ul style="list-style-type: none"><li>▪ Monitors budget and adjusts ordering and menus accordingly.</li><li>▪ Communicates and provides regular update to the coordinator regarding the budget.</li></ul>						
Effective written and verbal communication.	<ul style="list-style-type: none"><li>▪ Contributes to Centre newsletters.</li><li>▪ Liaises with parents in a professional manner in relation to nutrition, hygiene, dietary requirements and menu planning.</li></ul>						
Experience preparing meals that reflect individual dietary requirements.	<ul style="list-style-type: none"><li>▪ Consult with staff regarding individual children's dietary requirements.</li><li>▪ Oversee the accuracy and seek clarification of Food Restriction Charts.</li></ul>						

**Step 2**

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Demonstrated knowledge of work health and safety practice.	<ul style="list-style-type: none"><li>Identifies kitchen WHS issues and reports to the coordinator.</li></ul>						

**Step 3**

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
Experience in the preparation of high quality, nutritious food whilst maintaining a high standard of food safety.	<ul style="list-style-type: none"><li>Refers to professional publications for support and ideas regarding nutrition, hygiene, dietary requirements and menu planning.</li><li>Introduces new ingredients into the menu.</li><li>Make alterations to recipes and menus based on feedback.</li><li>Maintaining recipe cards.</li><li>Incorporate family input into the menus.</li></ul>						
Demonstrated ability to work as part of a team.	<ul style="list-style-type: none"><li>Collaborate with staff to achieve centre's philosophy and QIP goals.</li></ul>						
Experience in ordering within an allocated budget.	<ul style="list-style-type: none"><li>Research and source cost/quality competitive suppliers.</li></ul>						
Effective written and verbal communication.	<ul style="list-style-type: none"><li>Contributes to staff meetings and shares ideas, opinions and new knowledge and practices.</li><li>Provide regular, accessible information and education to families regarding nutrition, hygiene, dietary requirements and menu</li></ul>						

Step 3							
Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
	planning.						
Experience preparing meals that reflect individual dietary requirements.	<ul style="list-style-type: none"><li>Consult with parents regarding individual children’s dietary requirements.</li><li>Ensure children with individual dietary requirements are provided with nutritious and delicious meal alternatives.</li></ul>						
Demonstrated knowledge of work health and safety practice.	<ul style="list-style-type: none"><li>Leads Centre staff in kitchen WHS requirements.</li><li>Independently rectifies WHS issues.</li><li>Maintain cleaning register.</li></ul>						
Experience cooking in a children's service.	<ul style="list-style-type: none"><li>Successfully incorporates cooking experiences into the educational program.</li><li>Implement appropriate time management and organisation strategies to complete all elements of the role within the set time.</li></ul>						
A current First Aid Certificate.	<ul style="list-style-type: none"><li>Holds current First Aid in Child Care certificate.</li></ul>						
Knowledge of Get Up and Grow and Munch and Move.	<ul style="list-style-type: none"><li>Attend training and source professional development in these areas.</li><li>Ensures that Centre practices reflect these guidelines.</li></ul>						
Ability to implement sustainability into the Centre’s practices.	<ul style="list-style-type: none"><li>Utilises the Centre herb and vegetable garden in meals.</li><li>Monitoring wastage and altering food quantities accordingly.</li><li>Collects food scraps for compost and worm farm.</li></ul>						

Step 4						
Common Skills	Standard for the use of skills	N/A	Employee	Reviewer	Comments	

			Standard Met		Standard Met		
			Yes	No	Yes	No	
Experience in the preparation of high quality, nutritious food whilst maintaining a high standard of food safety.	<ul style="list-style-type: none"> <li>Subscribe to and actively source professional development opportunities.</li> <li>Develop own recipes based on children's individual food preferences.</li> </ul>						
Demonstrated ability to work as part of a team.	<ul style="list-style-type: none"> <li>Review and update QIP, contribute to developing goals and actively work toward achieving QIP goals.</li> <li>Networks with other Centre Cook to plan and review menus and to share ideas and recipes.</li> <li>Offers and accepts feedback to/from team members in a professional manner</li> </ul>						
Experience in ordering within an allocated budget.	<ul style="list-style-type: none"> <li>Review budget annually.</li> <li>Develop a supplier list that meets the needs of the Centre.</li> <li>Order sufficient stock to service the planned menus. E.g. ensuring additional purchasing/shopping is kept to a minimum.</li> </ul>						
Effective written and verbal communication.	<ul style="list-style-type: none"> <li>Participates in parent information sessions</li> <li>Actively reviews Centre policies relevant to the kitchen and updates based on new recommendations.</li> <li>Communicates and educates Centre staff about new regulations, legislations and guidelines.</li> </ul>						
Experience preparing meals that reflect individual dietary requirements.	<ul style="list-style-type: none"> <li>Document and create alternate menus for children with dietary requirements.</li> </ul>						
Demonstrated knowledge of work	<ul style="list-style-type: none"> <li>Review SWMS that relate to the kitchen.</li> </ul>						

**Step 4**

Common Skills	Standard for the use of skills	N/A	Employee		Reviewer		Comments
			Standard Met		Standard Met		
			Yes	No	Yes	No	
health and safety practice.							
Experience cooking in a children's service.	<ul style="list-style-type: none"><li>▪ Builds relationships with children at the Centre.</li><li>▪ Extensive understanding regarding cooking and providing meals to children.</li></ul>						
A current First Aid Certificate.	<ul style="list-style-type: none"><li>• Maintains First Aid in Child Care certificate.</li></ul>						
Knowledge of Get Up and Grow and Munch and Move.	<ul style="list-style-type: none"><li>• Attend Munch and Move training and mentor staff in the 6 Key messages.</li><li>• Educates families about the 6 key messages.</li></ul>						
Ability to implement sustainability into the Centre's practices.	<ul style="list-style-type: none"><li>• Identifies and implements innovative sustainable practices and procedures into the kitchen. E.g. using old bread to make breadcrumbs.</li></ul>						

**Agreement**

The skills descriptors are current and accurately reflect the requirements of the position.

Manager name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_